

# **Tutorial**



To navigate through this Tutorial use your mouse, or Page Up key or Page Down key





#### 1st Choice Support for the Warfighter (Federal Buyers Welcome Too!)

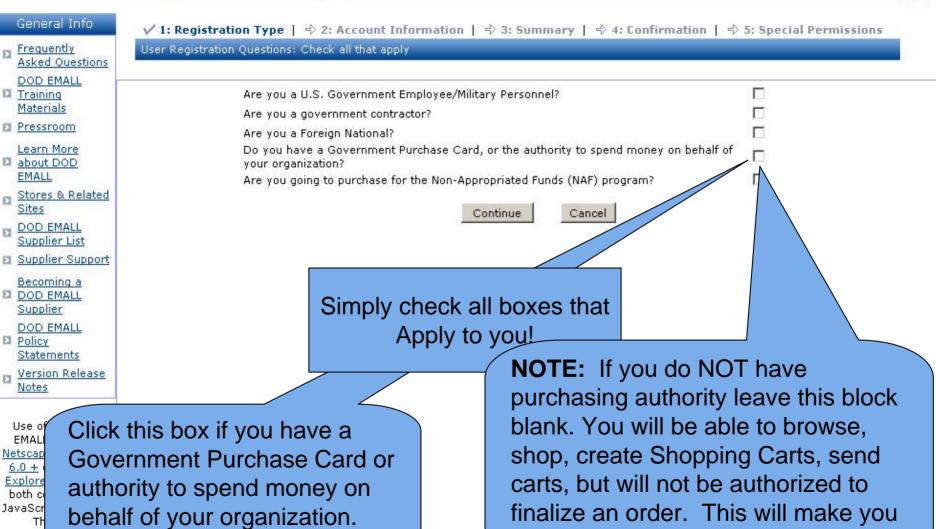
Carts In Checkout Reports

Register Help

Catalog Search | Power Search

» Home » User profile » Registration » Customer group

You are not logged in.



a shopper.

This will make you an orderer. Viewina documents on the DOD EMALL

gover

site tha



#### 1st Choice Support for the Warfighter (Federal Buyers Welcome Too!)

Register Help

Carts In Checkout Reports

Catalog Search | Power Search

» Home » User profile » Registration » Customer information

You are not logged in.

General Info √ 1: Registration Type | → 2: Account Information | ⇒ 3: Summary | ⇒ 4: Confirmation | ⇒ 5: Special Permissions Frequently Account Information Asked Ouestions DOD EMALL **DOD EMALL Registration for Orderers** □ Training **Materials** EMALL Ordered browse the EMALL, build shopping carts Pressroom and order products If you checked the box to have Learn More authority to spend funds, follow **EMALL Orderers** using MALL and build shopping carts, but are about DOD NOT authorized to order Hesk and receive authorization. **EMALL** instructions to register as an Orderer. Stores & Related To register for the EMALL uired fields are marked with an ... Sites DOD EMALL Contact Information Supplier List Supplier Support First Name Becoming a Initial DOD EMALL Last Name Supplier DOD EMALL E-mail ■ Policy Commercial Phone Statements

Use of the DOD **EMALL** requires Netscape Navigator 6.0 + or Internet Explorer 6.0+ with both cookies and JavaScript enabled. This is a government web site that is subject to monitoring. Viewing documents on the DOD EMALL

Notes

Version Release **DSN Phone** Organization Information Department\* Department of Defense Service / Agency of Assignment Major Command Unit Of Assignment Duty Station/City State Postal Code Country



DOD EMALL □ Training

**Materials** Pressroom

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Stores & Related

**EMALL** 

Sites

#### 1st Choice Support for the Warfighter (Federal Buyers Welcome Too!)

Register Help

Carts In Checkout Reports Shop Catalog Search | Power Search

» Home » User profile » Registration » Customer information

You are not logged in.

General Info √ 1: Registration Type | → 2: Account Information | ⇒ 3: Summary | ⇒ 4: Confirmation | ⇒ 5: Special Permissions | ⇒ 5: Express Settings Frequently Asked Ouestions Account Information

First Name

Last Name

**DSN Phone** 

Postal Code

Country

Commercial Phone

Initial

E-mail

**DOD EMALL Registration for Shoppers** 

EMALL Shoppers can register On-Line, ha

products.

If you would like to order products you may find on DOD EMALL authorized orderer to finalize your purchase for you.

To register for the EMALL you must provide all the information marked as 'required' on

DOD EMALL Supplier List Contact Information

Supplier Support

Becoming a

DOD EMALL Supplier

DOD EMALL

Policy Statements Version Release

Notes Organization Information Use of the DOD

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both cookies and JavaScript enabled. This is a government web site that is subject to monitoring. Viewing documents on the DOD EMALL

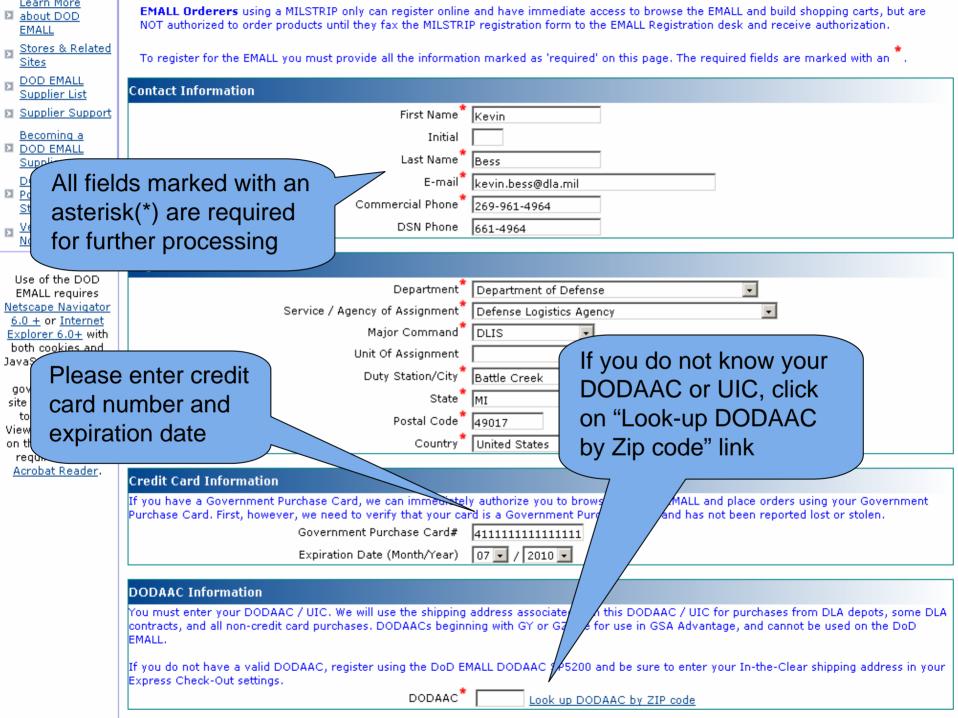
mediate access to browse the EMALL and build shopping carts, but are NOT authorized to order

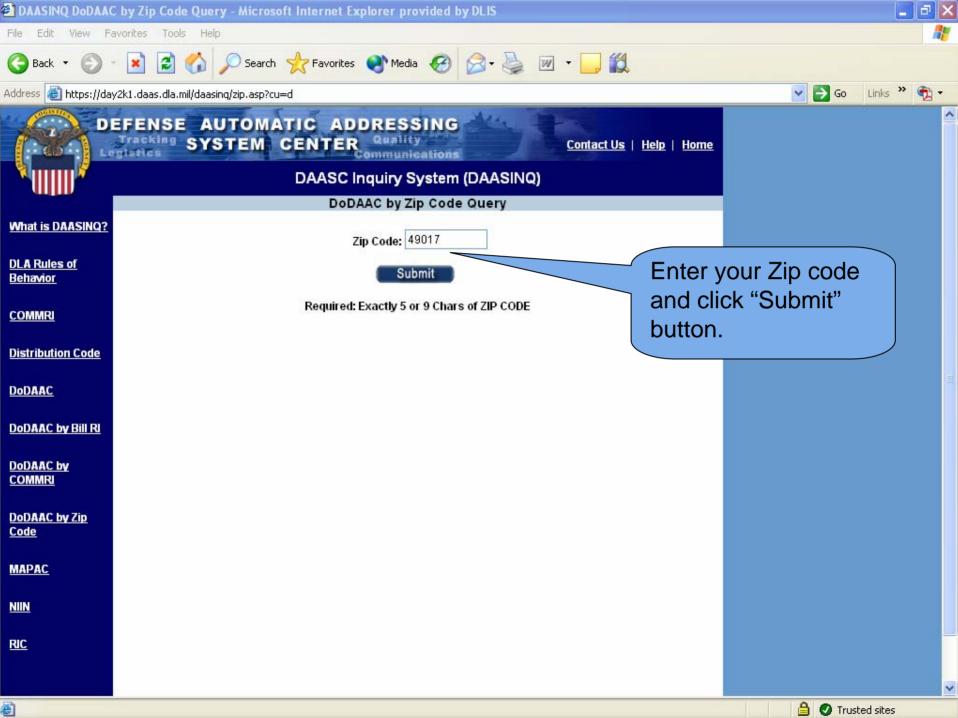
If you did not indicate you have the authority to spend money then you

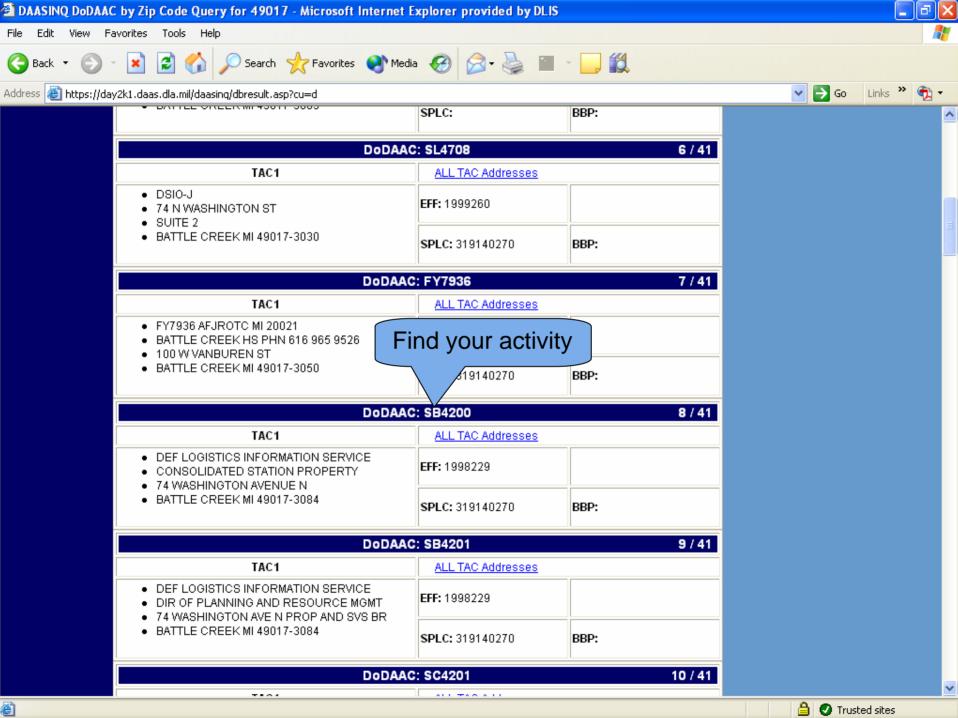
would be considered a shopper

Major Command Unit Of Assignment Duty Station/City State

Department of Defense



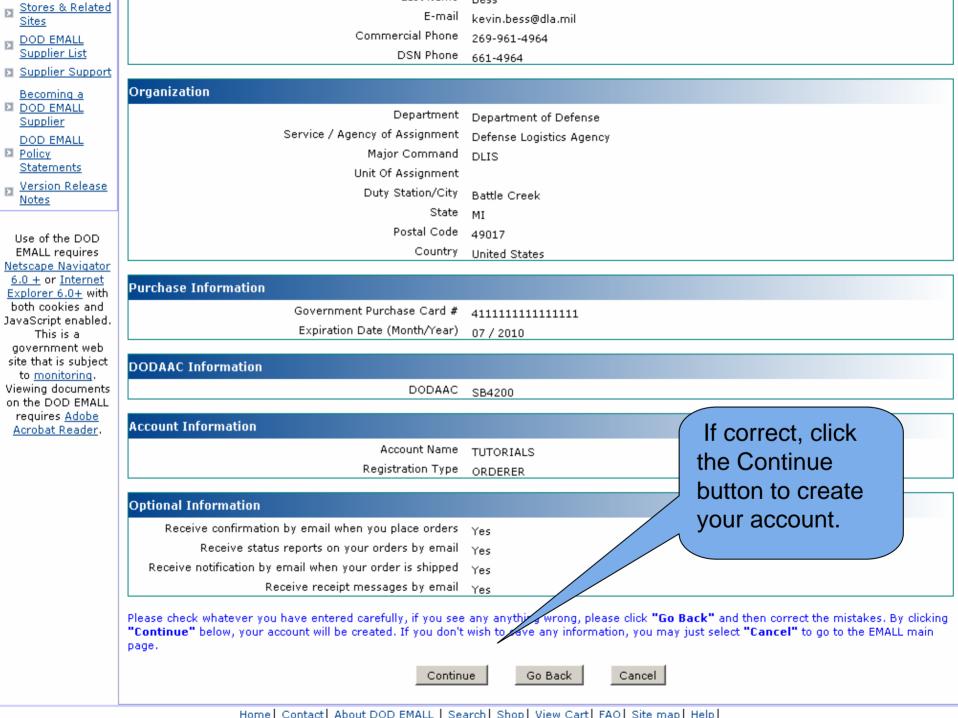




<u>Learn More</u> <u>about DOD</u> <u>EMALL</u>	EMALL Orderers using a MILSTRIP only can register online and have immediate access to browse the EMALL and build shopping carts, but are NOT authorized to order products until they fax the MILSTRIP registration form to the EMALL Registration desk and receive authorization.
Stores & Related Sites	To register for the EMALL you must provide all the information marked as 'required' on this page. The required fields are marked with an *.
DOD EMALL Supplier List	Contact Information
Supplier Support	First Name* Kevin
Becoming a	Initial
DOD EMALL Supplier	Last Name * Bess
DOD EMALL	E-mail* kevin.bess@dla.mil
Policy Statements	Commercial Phone 269-961-4964
Version Deleges	DSN Phone 661-4964
Notes Notes	
	Organization Information
Use of the DOD EMALL requires	Department Department of Defense
Netscape Navigator	Service / Agency of Assignment* Defense Logistics Agency
6.0 + or Internet Explorer 6.0+ with	Major Command* DLIS Enter DODAAC
both cookies and JavaScript enabled.	Unit Of Assignment or UIC from
This is a	Duty Station/City Battle Creek
government web site that is subject	State* MI look-up table
to <u>monitoring</u> .	Postal Code* 49017
Viewing documents on the DOD EMALL	Country* United States
requires <u>Adobe</u> Acrobat Reader.	
	Credit Card Information
	If you have a Government Purchase Card, we can immediately authorize you to browse the DALL and place orders using your Government Purchase Card. First, however, we need to verify that your card is a Government Purchase And has not been reported lost or stolen.
	Government Purchase Card# 4111111111111
	Expiration Date (Month/Year) 07 - / 2010 -
	DODAAC Information
	You must enter your DODAAC / UIC. We will use the shipping address associate with this DODAAC / UIC for purchases from DLA depots, some DLA contracts, and all non-credit card purchases. DODAACs beginning with GY of Z are for use in GSA Advantage, and cannot be used on the DoD EMALL.
	If you do not have a valid DODAAC, register using the DoD EMALL DODAAC SP5200 and be sure to enter your In-the-Clear shipping address in your Express Check-Out settings.  DODAAC* sh4200 Look up DODAAC by ZIP code
	DODAAC sb4200 Look up DODAAC by ZIP code

Credit Card Information If you have a Government Purchase Card, we can immediately authorize you to browse the DOD EMALL and place orders using your Government Purchase Card. First, however, we need to verify that your card is a Government Purchase Card and has not been reported lost or stolen. Government Purchase Card# 4111111111111111 07 7 / 2010 7 Expiration Date (Month/Year) Follow step-by-step rules when creating AAC / UIC. We will use the shipping address associated with this DODAAC / UIC for purchases from DLA depots, some DLA an Account Name it card purchases, DODAACs beginning with GY or GZ are for use in GSA Advantage, and cannot be used on the DoD and Password DODAAC, register using the DoD EMALL DODAAC SP5200 and be sure to enter your In-the-Clear shipping address in your settings. DODAAC\* SB4200 Look up DODAAC by ZIP code Account Information Rules for Entering an Account Name. Rules for Entering a Password. · Passwords are 9 to 20 characters long. Account Names are 1 to 100 characters long. Account Names can contain letters A-Z, letters a-z, and numbers 0- Passwords can be changed only once in a 24-hour period. · Passwords cannot be the same as or the reverse of any of your Account Names can not contain spaces or punctuations. previous 8 passwords. Account Name may not be an account name previously used. Passwords cannot contain English words of 3 or more letters. Passwords cannot have consecutive identical characters. . New password must differ from the previous password by at least 4 characters. Account Name\* EMALLUSER1 Passwords Select desired optional An i A lol Confirm' selections and click A di A sc "Continue" for further processing Optional Information Receive confirmation by email when you place orders Receive status reports on your orders by email Receive notification by email when your order is shipped Receive receipt messages by email Select "Continue" to save the information you entered. Select "Go Ba to re-select registration type. If you don't wish to save any information, you may just select "Cancel" to go to the EMALL main page. Go Back Continue Cancel

Ontional Information





# 1st Choice Support for the Warfighter (Federal Buyers Welcome Too!)

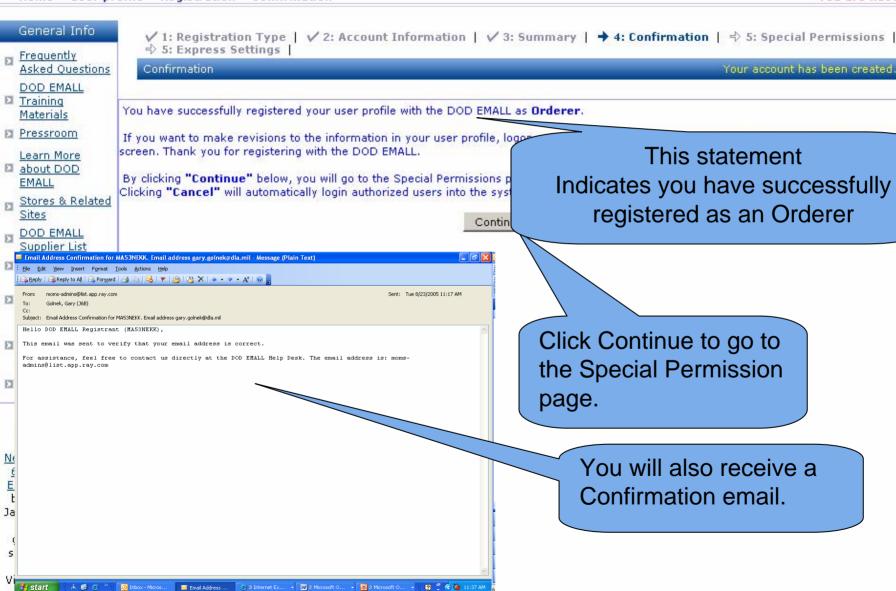
Shop Carts In Checkout Reports



Catalog Search | Power Search

» Home » User profile » Registration » Confirmation

You are not logged in.



# General Info Frequently Asked Questions DOD EMALL

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Pressroom

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■ about DOD

EMALL

Stores & Related
Sites

DOD EMALL Supplier List

Supplier Support

Becoming a

DOD EMALL
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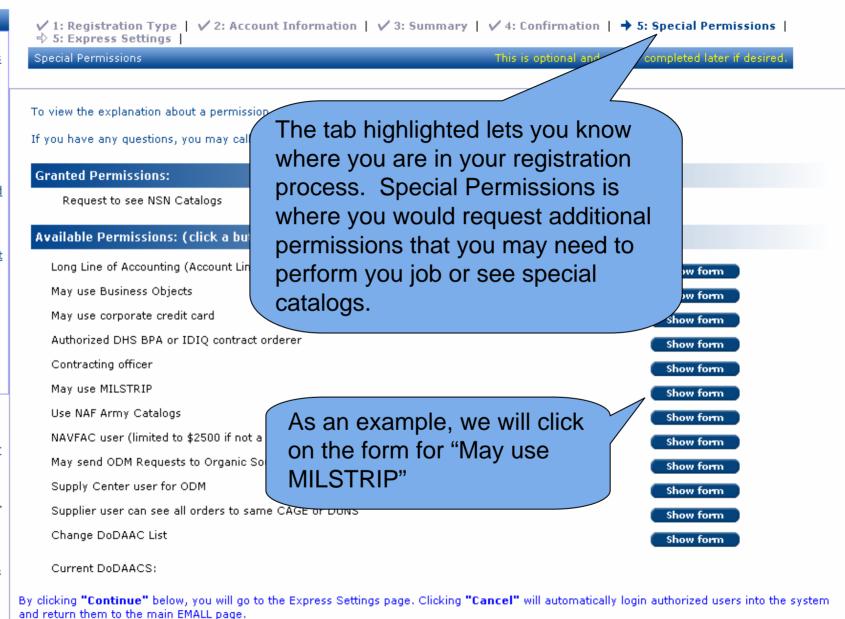
■ Policy

<u>Statements</u>

Version Release Notes

Use of the DOD

EMALL requires
Netscape Navigator
6.0 + or Internet
Explorer 6.0+ with
both cookies and
JavaScript enabled.
This is a
government web
site that is subject
to monitoring.
Viewing documents
on the DOD EMALL
requires Adobe
Acrobat Reader.



Continue

Cancel

and

#### MILSTRIP/FEDSTRIP Authorization

If you wish to receive authorization to order from the DOD EMALL using MILSTRIP in addition to your Government Credit Card, you must submit a request to the DOD EMALL Access Control Desk.

Please fill in the fields below and click the Continue button. In your browser, we will display a letter form containing the information you entered, which you must print on your organization's letterhead.

After you and your supervisor sign the letter, and mail or fax it to the destination specified on the letter, you will receive an e-mail confirmation, when your request has been approved. Failure to provide the requested information may result in access denial.

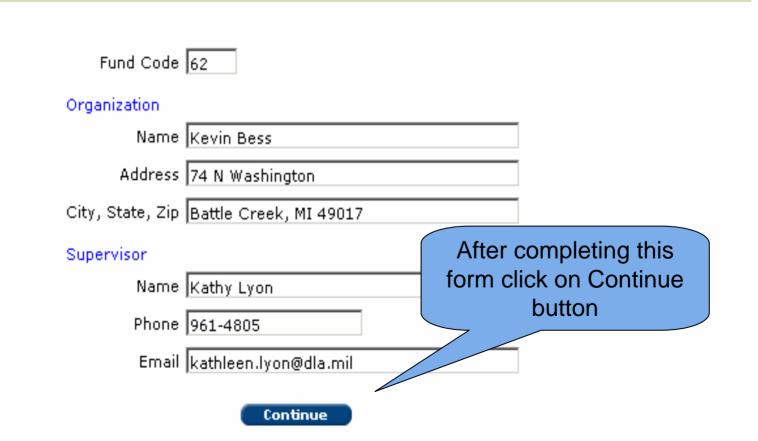
Fund Code		ollow the instructions in all the fields
Organization		
Name		
Address		
City, State, Zip		
Supervisor		
Name		
Phone		
Email		
	Continue	

#### MILSTRIP/FEDSTRIP Authorization

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Please fill in the fields below and click the Continue button. In your browser, we will display a letter form containing the information you entered, which you must print on your organization's letterhead.

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November 16, 2005

This is your registration

and mail or fax to the

kathleen.lyon@dla.mil

Email

information, print this form

above address to receive

To: DLIS-TA - (DOD EMALL Access)

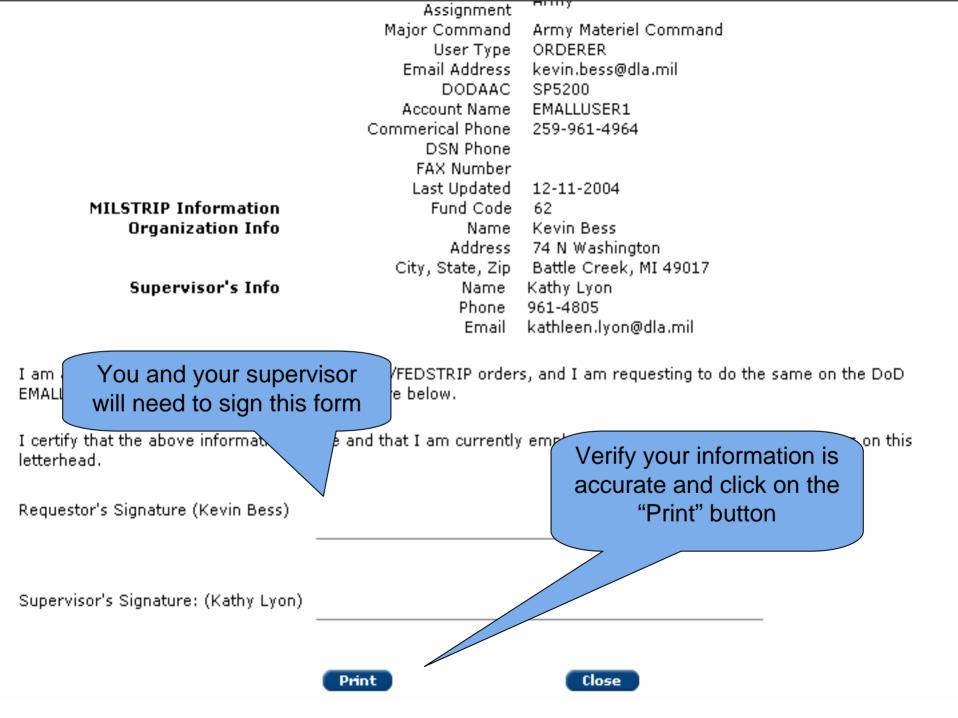
74 Washington Ave N STE 7 Battle Creek, MI 49017-3084 Fax (Commercial): 269-961-5925

Fax (DSN): 661-5925

From:

Subject: MILSTRIP/FEDSTRIP Application Request

MILSTRIP authorization. **Customer Information** First Name Kevin Last Name Bess Middle Initial Department DoD Service / Agency of Army **Assianment** Major Command Army Materiel Command User Type **ORDERER** Email Address kevin.bess@dla.mil DODAAC SP5200 Account Name EMALLUSER1 Commerical Phone 259-961-4964 DSN Phone FAX Number Last Updated 12-11-2004 MILSTRIP Information Fund Code 62 Kevin Bess Organization Info Name Address 74 N Washington Battle Creek, MI 49017 City, State, Zip Supervisor's Info Kathy Lyon Name 961-4805 Phone



Thank you for mailing or faxing your permission request to the DOD EMALL.

Your request has been recorded. You can verify this after you close this window by clicking Special Permissions under My Account. The permission should now be among those Requested.

Close

You will receive this notice after you have clicked the Print Button

Click on Close to return to your account permissions page

## General Info

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Asked Questions

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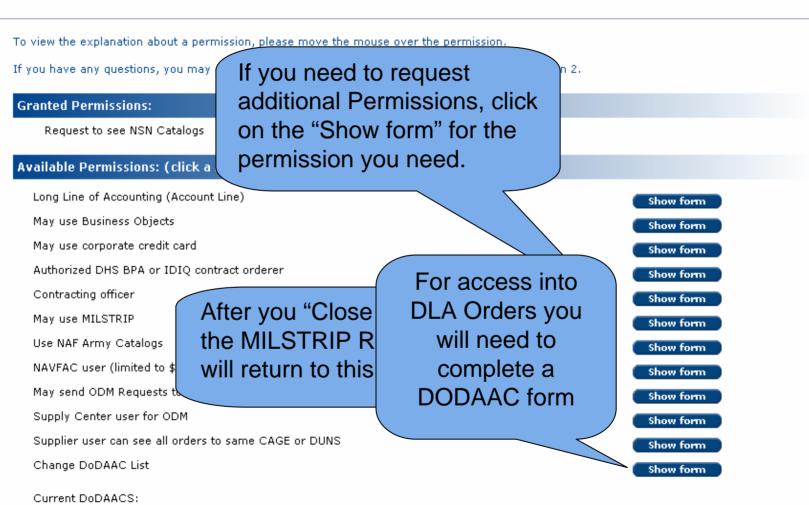
▶ Policy

<u>Statements</u>

Version Release Notes

Use of the DOD
EMALL requires
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6.0 + or Internet
Explorer 6.0+ with
both cookies and
JavaScript enabled.
This is a
government web
site that is subject
to monitoring.
Viewing documents
on the DOD EMALL
requires Adobe
Acrobat Reader.





By clicking "Continue" below, you will go to the Express Settings page. Clicking "Cancel" will automatically login authorized users into the system and return them to the main EMALL page.

Continue

Cancel

#### DODAAC DLA Order Queries

If you wish to change the list of DODAACs under which you may search the DLA Orders Inquiry Services system, you must submit a request to the DOD EMALL Access Control Desk. Please fill in the fields below and click the Continue button. In your browser, We will display a letter form containing the information you entered, which you must print on your organization's letterhead. After you and your supervisor sign the letter, and mail or fax it to the destination specified on the letter, you will receive e-mail confirmation when your request has been approved. Failure to provide the requested information may result in access denial.

If you need additional DoDAACS listed under your account please process this form and submit to the Access control with your supervisor's signature.

Army, Navy and Marine Corps users: you do not need to apply for specific DODAACs. You will see all DLA BSM requisition data for your specific Service when viewing DLA Orders.

DLA Users: You do not need to apply for specific DODAACs. You will see all DLA BSM requisition data when viewing DLA Orders.

### **NOTE:**

Army, Navy, Marines, and DLA users do not need this permission, all others follow the instructions above to complete this form

All others: you must apply for specific DODAACs (DOD Activity Address Codes). You may enter up to 20 here. You will see DLA BSM requisition data for the DODAACs listed here in your account when viewing DLA Orders. If you need more than 20 please contact the DOD EMALL Help Desk.

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to monitoring. Viewing documents on the DOD EMALL requires Adobe Acrobat Reader.

√ 1: Registration Type | √ 2: Account Information | √ 3: Summary | √ 4: Confirmation | → 5: Special Permissions | ⇒ 5: Express Settings | Special Permissions This is optional and can be completed later if desired.

To view the explanation about a permission, please move the mouse over the permission.

If you have any questions, you may call the help desk at 1-877-352-2255, Option 3, Option 3, Option 2.

#### **Granted Permissions:**

Request to see NSN Catalogs

#### Available Permissions: (click a button to request a permission)

Long Line of Accounting (Account Line)

May use Business Objects

May use corporate credit card

Authorized DHS BPA or IDIQ contract orderer

Contracting officer

May use MILSTRIP

Use NAF Army Catalogs

NAVFAC user (limited to \$2500 if not a Co

May send ODM Requests to Organic Source

Supply Center user for ODM

Supplier user can see all orders to same C

Change DoDAAC List

Current DoDAACS:

the special permissions forms please click on the Continue button to proceed to Express Checkout settings

Show form When you have completed all Show form Show form Show form Show form Show form Show form

Show form

Show form

Show form

Show form

Show form

By clicking "Continue" below, you will go to the Express Settings \( \sqrt{ge}, \text{Clicking "Cancel"} \) will automatically login authorized users into the system. and return them to the main EMALL page.

Continue

Cancel



#### 1st Choice Support for the Warfighter (Federal Buyers Welcome Too!)



Carts In Checkout Reports

Catalog Search | Power Search

» Home » User profile » Express settings » Express settings You are not logged in. General Info √ 1: Registration Type | √ 2: Account Information | √ 3: Summary | √ 4: Confirmation | √ 5: Special Permissions | → 5: Express Settings Frequently Asked Ouestions Express Settings This is optional and can be completed later if desired. DOD EMALL □ Training Express Checkout Settings for the account TUTORIALS. **Materials** Pressroom The data you enter here will be inserted into your orders automatically when you bring them to Checkout. No settings are mandatory here, although some are mandatory in Checkout. In Checkout, you can always change your order parameters from what you enter here. Learn More about DOD ation without saving Express When you wis **EMALL** Settings, Save Time! Stores & Related Sites By filling in the "Express Settings" once DOD Credit Car DOD EMALL Supplier List If you do n press Settings. EMALL will automatically fill in your data each time Supplier Support you checkout. You can come back to this page at a Becoming a DOD EMALL later time if you don't wish to enter information now. Supplier DOD EMALL ■ Policy Credit Card Account Name Fill out Statements Version Release Billing Address 1 requested Notes Billing Address 2 information Billing Address 3 Use of the DOD **EMALL** requires Billing City Netscape Navigator Billing State 6.0 + or Internet Explorer 6.0+ with Billing Postal Code both cookies and

JavaScript enabled.

This is a government web

site that is subject to monitoring.

Viewing documents on the DOD EMALL

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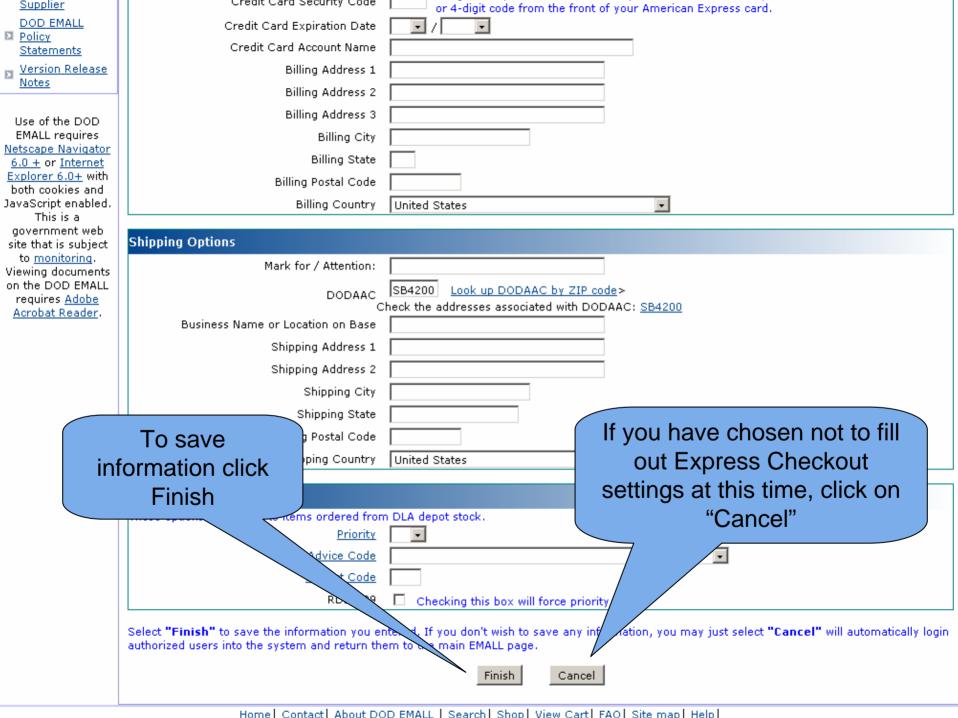
Shipping Options

Mark for / Attention:

Billing Country

SB4200 Look up DODAAC by ZIP code> DODAAC

United States





# 1st Choice Support for the Warfighter (Federal Buyers Welcome Too!)

Shop Carts In Checkout Reports

| Catalog Search | Power Search |



» Home » Welcome to DOD EMALL

### Account

User name

Password

Login

Forgot your password?

New user registration

Shop as Guest

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Welcome to DOD EMALL V6.0!

ongratulations!

You have completed the Registration Process. You are now ready to login and begin your V6.1 **DOD EMALL** shopping experience.







Please view other EMALL On-Line Tutorials:

Registration

**Account Options** 

**Searching Catalog and Results** 

Your Shopping Cart

**Checkout Options** 

**EMALL Orders** 

**DLA Orders** 

**Stockout Reports** 

**Power Shopping** 

On Demand Manufacturing (ODM)

Collaborative Task Order (CTO)

**Electronic Task Order (ETO)** 

Material Receipt Acknowledgment (MRA)



If you need assistance
please call
EMALL Help Desk
DOD EMALL Customer
Service Only:
1-877-DLA-CALL
1-877-352-2255
OCONUS Users

Email

1-269-961-7766

DSN 661-7766

dod-emallsupport@dlis.dla.mil